



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 14, 2021

REGIONAL MEMORANDUM

No. **000323**, s. 2021

**ADDITIONAL PRECAUTIONARY MEASURES ON MANAGING COVID-19 CASES
AT THE DEPED REGIONAL OFFICE VIII**

To: OIC- Office of the Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
School Heads
All Others Concerned

1. With the issuance of Resolution No. 28 dated June 9, 2021 by the Regional Inter Agency Task Force on Emerging Infectious Diseases (RIATF8) recommending the Escalation of the Community Quarantine Classification of Eastern Visayas from Modified General Community Quarantine (MGCQ) to General Community Quarantine (GCQ) and due to the increasing number of COVID-19 cases in the region, this Office, through the recommendation of the DepEd Regional Office COVID-19 Task Force, has set the following additional precautionary measures on managing COVID-19 cases at the DepEd Regional Office VIII:

- a. To ensure safety and protection of both the employees and the transacting public, the Office shall discourage walk-in clients to transact personally (Face-to-face) at the Regional Office. A designated drop box shall be placed at the guard house where clients may drop their documents. Clients may follow-up through official contact details provided by the Office. This scheme shall be implemented until further notice.
- b. To protect the clients like that of retirees/transferees, the Schools Division Superintendents shall ensure that documents of the concerned clients be immediately submitted to the Regional Office and facilitate release of the same upon receipt of its approval.
- c. To promote mental health awareness in the midst of COVID-19 pandemic, all SDSs, ASDs, Chiefs, Unit, and Section heads are encouraged to directly provide psychosocial support to their staff affected with COVID-19, those on isolation or on quarantine.



- d. All heads shall monitor compliance with the quarantine protocols of their respective staffs who are advised for home quarantine or isolation. All SDOs shall mobilize their COVID-19 Task Force to provide quick response during health crisis and enforce and monitor compliance with all health protocols implemented in their respective workplaces.
2. The Regional Office shall continue to operate on skeleton workforce until further notice. Should there be immediate concerns, the Office personnel shall be readily available to immediately respond to the queries, issues, and concerns.
3. All SDOs shall adopt the Memorandum Circular 86 dated May 11, 2021 titled "Ensuring Compliance of Government Agencies and Instrumentalities with Health Protocols Applicable to their Workplaces During the State of Public Health Emergency, and for Other Purposes" on making decisions relative to managing COVID-19 cases in their respective offices.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Reference: IATF Resolution NO. 28, s. 2021; COVID-19 Task Force recommendation;
Memorandum Circular 86 dated May 11, 2021

Enclosure: None

To be indicated in the Perpetual Index under the following subjects:

COVID-19 TASK FORCE

PRECAUTIONARY MEASURES

AD-PS-JFC

